

OFFICE SAFETY

SLIPS, TRIPS, &
FALLS

BLOCKIN
G EXITS

WORKSTATION DESIGN

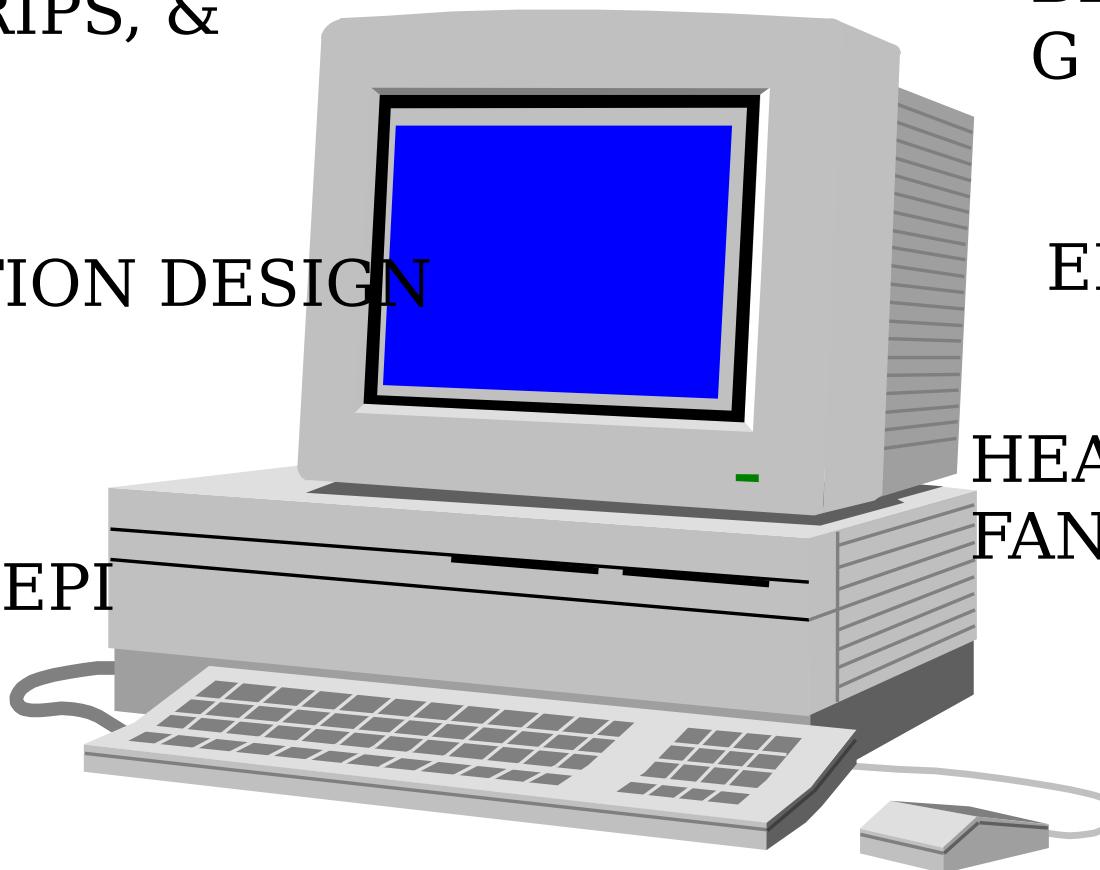
ELECTRICAL

HOUSEKEEPI
NG

HEATERS &
FANS

EMERGENCY ACTION
PLANS

LIFTING



FAULTY EQUIPMENT

SLIPS, TRIPS AND FALLS

FILE DRAWERS

STAIRS

CHAIRS

WET FLOORS

CARPE
T

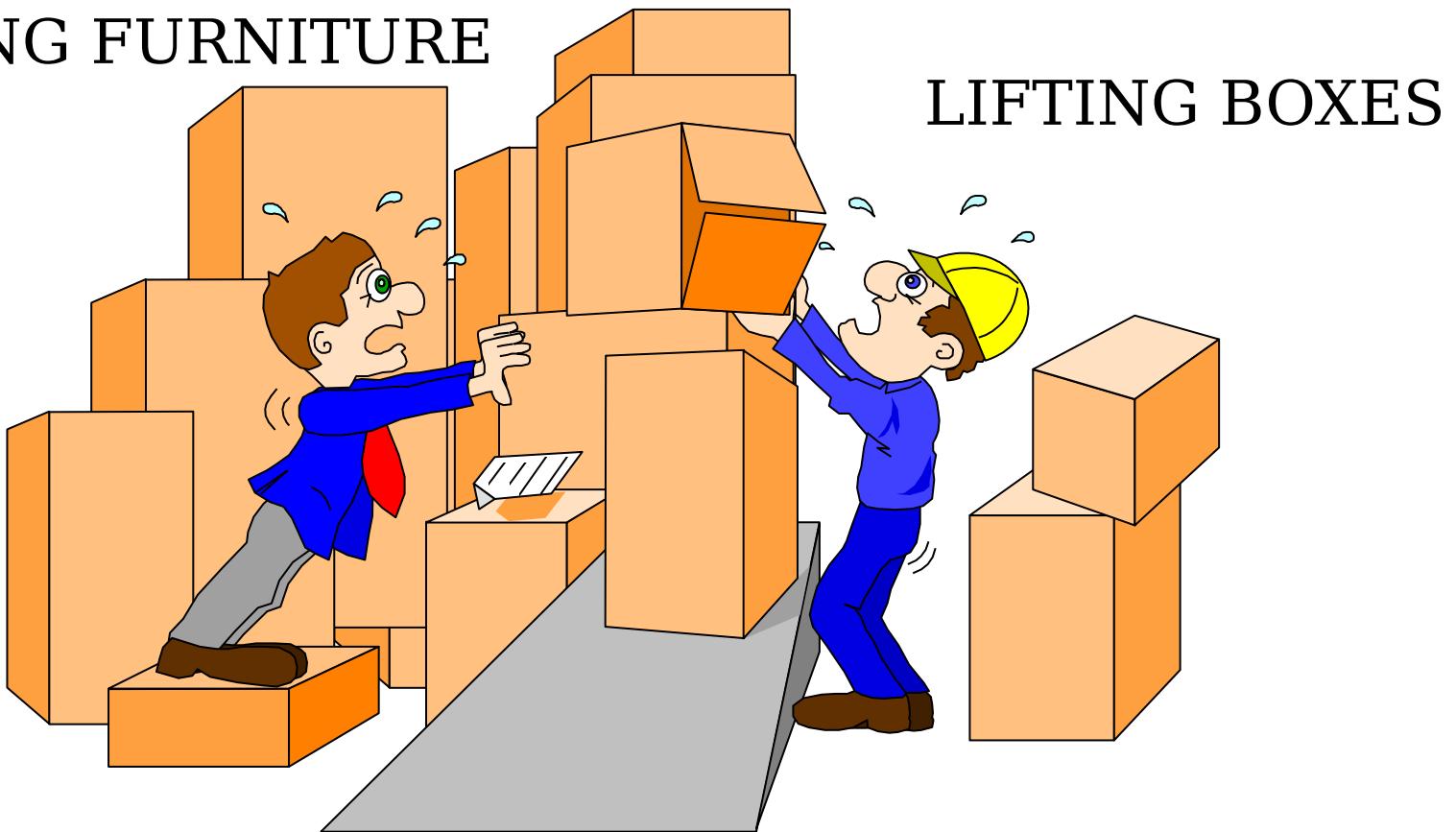
PARKING LOTS



IMPROPER LIFTING TECHNIQUES

MOVING FURNITURE

LIFTING BOXES



OFFICE EQUIPMENT

CHAIRS

POWERSTRIPS

Frayed Cords

STAPLER
S

GROUND
WIRES

Holiday Decorati



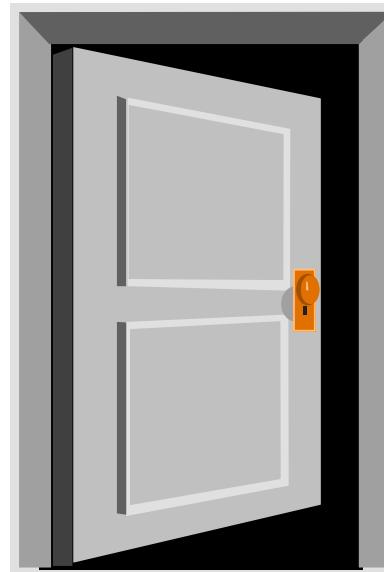
EMERGENCY PLAN

- Each Office Area will have a written plan that covers fire, earthquake, storm or flood emergencies.
- Should be reviewed with employees each time it is changed



EMERGENCY EVACUATION PLAN

- Procedures for emergency escape
- Emergency route
- Account for all personnel after evacuation



WORKSTATIONS

STOW
KEYBOARDS
WHEN NOT IN
USE KEEP FILE
DRAWERS
CLOSED

CHAIRS SHOULD
BE ADJUSTABLE

DON'T USE
PLATE GLASS
ON TOP OF DESK

DON'T USE
DEFECTIVE
CHAIRS

VDT's SHOULD
BE ADJUSTED

AT
THE RIGHT

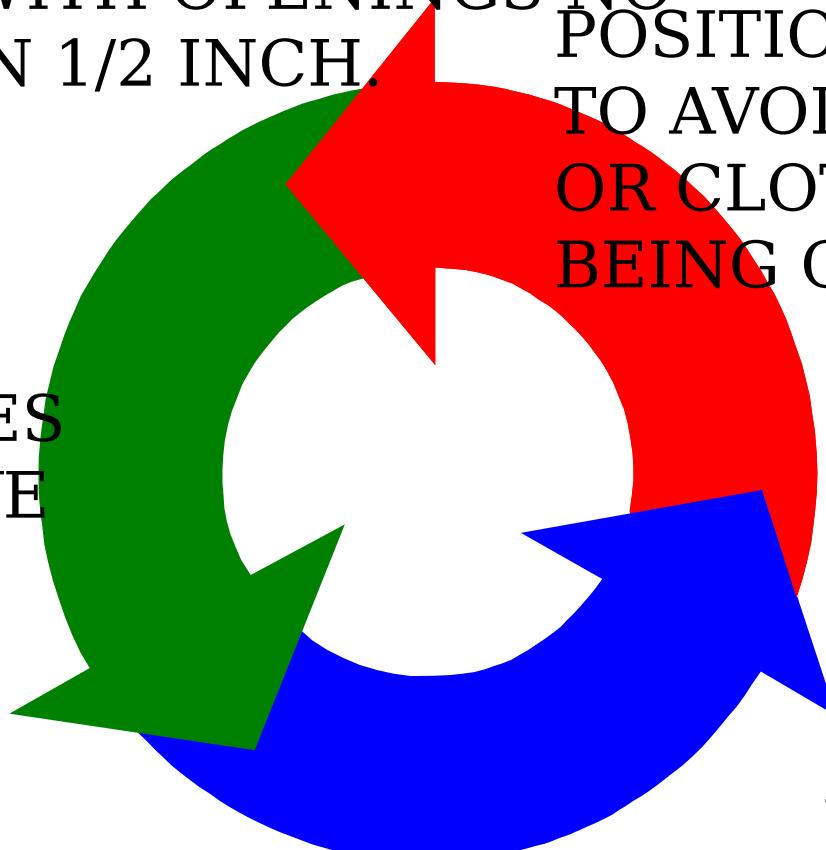
LIGHTING

FANS

FAN GUARD WITH OPENINGS NO
LARGER THAN 1/2 INCH.

POSITION FANS UP HIGH
TO AVOID HANDS
OR CLOTHING FROM
BEING CAUGHT

LOOSE BLADES
OR DEFECTIVE
GUARDS



CHECK
CORDS
AND PLUGS

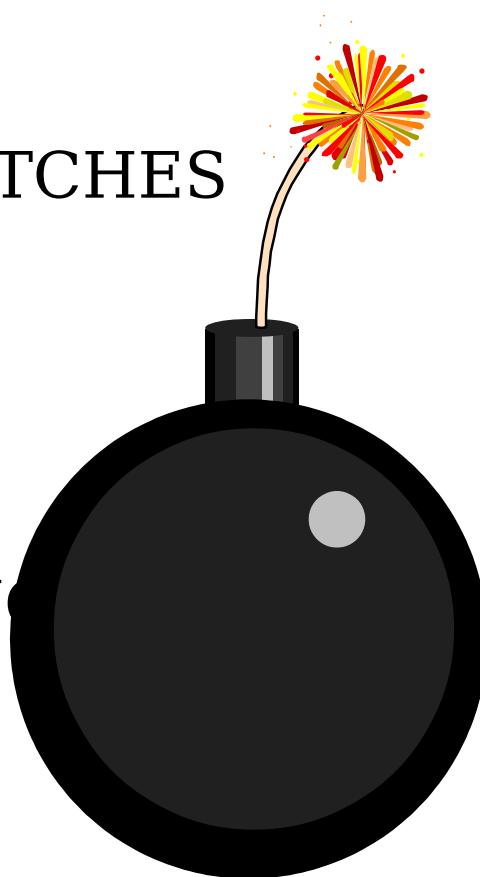
HEATERS

MUST HAVE
TIPOVER SWITCHES

CHECK FOR
FRAYED
WIRING

CHECK
TEMPERATURE
IN THE BUILDING

MUST RECEIVE
APPROVAL FROM
FACILITIES



HOUSEKEEPING

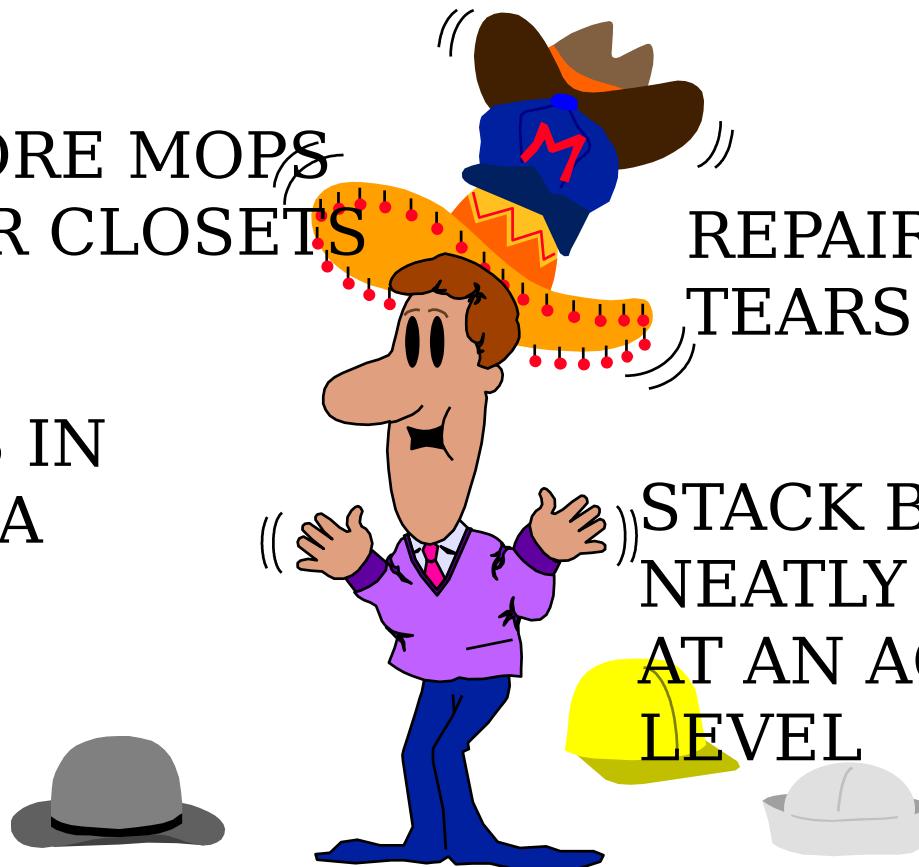
WIPE UP SPILLS
IMMEDIATELY

DON'T STORE MOPS
IN JANITOR CLOSETS

TAPE CORDS IN
TRAVEL AREA

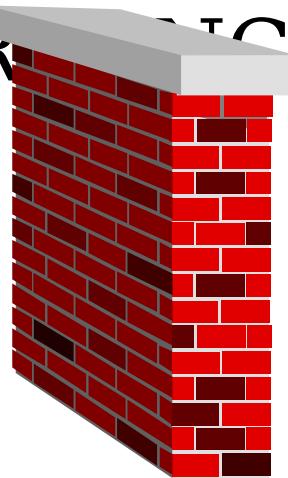
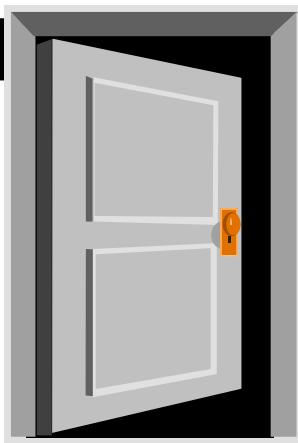
REPAIR CARPET
TEARS IMMEDIATELY

STACK BOXES
NEATLY AND
AT AN ACCEPTABLE
LEVEL



EXITS

- DON'T BLOCK THE EXIT
- MAKE SURE EXITS ARE LABELED
- DON'T BLOCK THE AISLES
- CLOSE EMERGENCY LIGHTING



MISHAP CAUSATION FACTORS

- **FATIGUE**
- **HASTE**
- **INATTENTION**
- **COMPLACENT**
- **ANGER**
- **DEFECTIVE EQUIPMENT**
- **UNREPORTED SAFETY HAZARDS**
- **NOT USING PROPER PERSONAL**



MISHAP PREVENTION

- ATTITUDE
- COMMUNICATION
- TRAINING
- COMPLIANCE
- INSPECTIONS
- INVESTIGATION
- PROPER MAINTENANCE



MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:

- MAINTAINING SAFE/HEALTHFUL WORKING CONDITIONS**
- ENSURING THAT APPROPRIATE CLAIMS ARE PROPERLY SUBMITTED IN A TIMELY MANNER**
- MAINTAINING CONTACT WITH INJURED EMPLOYEE**



MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:

- MODIFYING DUTIES OF POSITION IN ORDER TO RETAIN INJURED WORKER
- REVIEWING FECA COST IN ORDER TO IDENTIFY AREAS WHERE COSTS CAN BE REDUCED
- CONSIDERED ELIGIBLE REHABILITATED INJURED WORKER FOR REEMPLOYMENT



OFFICE SAFETY

FACTS

- FALLING OBJECT MISHAPS
- FIRE AND ELECTRIC HAZARD MISHAPS
- MISC. MISHAPS
- GREATEST NUMBER OF INJURIES COME FROM SLIPS, TRIPS, AND FALLS. RECENTLY, THEY ACCOUNTED FOR 64% OF ALL OFFICE MISHAPS.



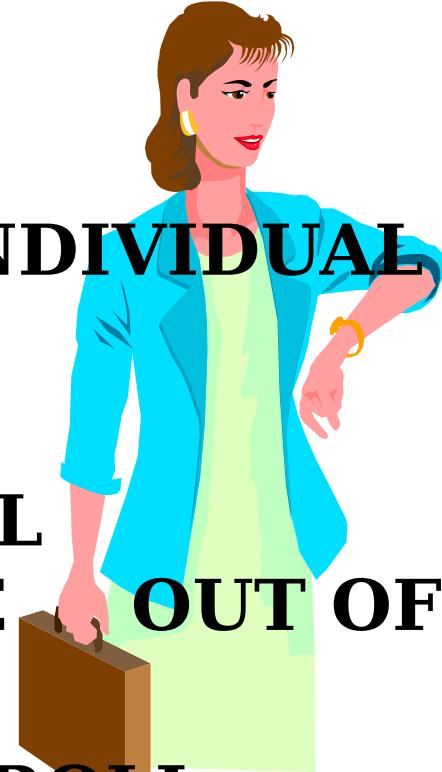
OFFICE SAFETY FACTS

- **SLIPS, TRIPS,
FALLS**
- **IMPROPERLY
USED
EQUIPMENT**
- **FAULTY
EQUIPMENT**
- **COLLISIONS OR
OBSTRUCTIONS
MISHAPS**

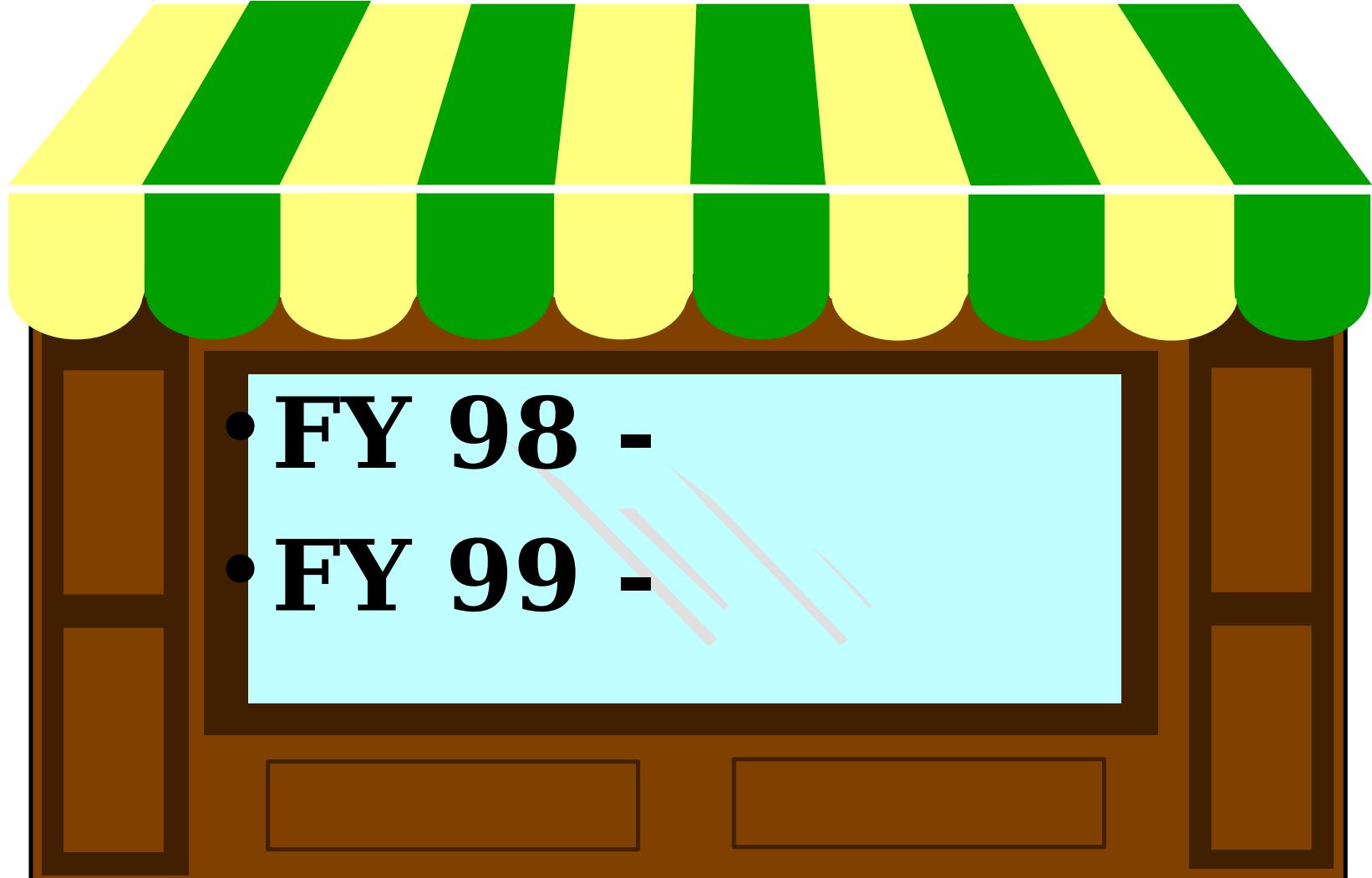


FEDERAL EMPLOYEES COMPENSATION ACT (FECA)

- **OPNAVINST 12810.1**
 - CNO LTR 1990
 - “CHARGE BACK” TO INDIVIDUAL COMMAND
 - COMMAND PAYS FOR INDIVIDUAL’S MEDICAL EXPENSES, LOST TIME OUT OF COMMAND’S OPTAR
 - HRO COMPENSATION ROLL



TOTAL MARINE CORPS FECA COSTS



HOW TO GET PEOPLE BACK TO WORK

- **JOB ENGINEERING**
- **LIGHT DUTY**
- **RETRAIN**
- **FIND JOBS IN OTHER AREAS**
 - **CHANGE ATTITUDE OF SUPERVISORS TOWARD INJURED EMPLOYEES**